

UNIVERSITY OF WARWICK

Board of the Faculty of Arts

Minutes of the meeting of the Board of the Faculty of Arts held on Wednesday 27th May 2009

Present: Professor S Bruzzi (in the Chair), Mr J Arroyo, Dr J Burns, Professor R Burns, Dr J Burrows, Professor D Dabydeen, Dr J Davidson, Professor J Davis, Professor T Docherty, Professor M Finn, Dr A Gerritson, Dr S Gilson, Professor M Hatt, Dr E John, Professor J Labbe, Dr D Lines, Dr T Lockley, Dr C Marinetti, Professor P Marshall, Dr R Moseley, Dr H Schmitz, Professor C Sparrow, Mr E Stewart, Professor M Whitby, Dr T White, Dr C Whitehead

In attendance: Professor L Bridges (for item 38(b)/08-09), Ms L du Plessis, Ms F Emery (for item 38(b)/08-09), Miss K Gilmore, Ms J Hughes (for item 39/08-09), Professor K Lamberts (for item 39/08-09), Professor M Smith (for item 39/08-09)

Apologies: Professor P Abrahams, Dr J Ahearne, Professor S Bassnett, Dr C Britzolakis, Dr G Frith, Professor S Hand, Professor N Hewlett, Professor D Morley, Dr D Orrells, Professor P Smith, Professor A Reeve, Ms J Ryan, Ms S Skomorokhova.

37/08-09 Minutes

RESOLVED

That the minutes of the meeting of the Board held on 11 February 2009 and of the extraordinary meeting of the Board held on 1 April 2009 be approved.

38/08-09 Matters arising on the minutes

(a) Centre for Translation and Comparative Cultural Studies (Minute BFA.36/08-09 refers)

RECEIVED:

A paper outlining the progress of discussions on sustaining the academic activity of CTCCS (Paper BFA.15/08-09).

REPORTED:

- (i) That arrangements had been put in place for students who are enrolled currently on programmes within CTCCS, including a provision for all students to have an academic route available to them to complete the programme for which they are enrolled.
- (ii) That steps had been taken to ensure that applicants to courses located currently in CTCCS are aware of the options available to them.

RECOMMENDED: (to the Senate)

- (iii) That CTCCS be disestablished from the end of the 2008/09 academic year.
- (iv) (A) That the Faculty's desire for an appropriate means to take forward translation studies from 2009/10 be recorded, noting that the Faculty's preference would be for the establishment

of a new, interdisciplinary centre, recognising the conclusion of the Academic Resourcing Committee that a financially independent centre would not be viable.

- (B) That the actions outlined in the report to the Board (Paper BFA.15/08-09) be continued with the aim of ensuring that, where they are academically viable, the academic activities currently located in the Centre are able to continue, noting that:
 - (1) There is urgency for clarity in order to have teaching staff in place for 2009/10.
 - (2) Existing departments within the Faculty of Arts did not have financial resource available to support the continuation of any existing activity.

NOTE:

One member of the Board did not agree to the recommendation resolved by the Board on this issue.

- (b) Review of the University Regulations and enhancements to monitoring arrangements (Minute 23/08-09 refers)

REPORTED:

- (i) That the Steering Committee, at its meeting on 11 May 2009, considered a paper outlining the proposed approach to manage the implementation of the new Points Based System legislation within the University (SC.442/08-09) and resolved that the proposed approach be approved as set out in SC.442/08-09, subject to revisions as discussed in the meeting to be made prior to consideration by the Boards of the Faculties;

- (ii) That at the meeting of the Steering Committee it was reported that:

(by the Academic Registrar)

- (A) The higher education sector had successfully negotiated with the UK Border Agency to establish greater clarity and flexibility in the reporting requirements regarding students' academic progression;
- (B) The University needed to consider carefully the message that any approach might send to overseas students, noting that the monitoring system could enhance the student experience in the longer term;

(by the Chair of the Board of Graduate Studies)

- (C) It should be explicit in the revised Regulation 13 on Student Registration, Attendance and Progress and the related Good Practice Guide that students failing to comply with the monitoring standards would not be reported to the UK Border Agency until the University's internal investigation procedures had been completed including the opportunity for students to present their case within the appropriate appeals process;

(by the President of the Students' Union)

- (D) The process detailed in SC.442/08-09 was a sensible and fair approach building on current practices.

RECEIVED:

A set of principles for the implementation of the Points Based System (PBS) at the University, as approved by the Steering Committee (paper BFA.16/08-09).

CONSIDERED:

A paper (BFA.16/08-09) setting out:

- (iii) Proposed amendments to University Regulations affecting student registration, attendance and progress, incorporating changes to support the implementation of PBS;
- (iv) A new Good Practice Guide on Monitoring Student Attendance and Progress;
- (v) Guidelines for international students on the implications of changes to their registration for their visa.

RESOLVED:

That it be noted that:

- (vi) The University had adopted a pragmatic and non-discriminatory approach to new immigration legislation;
- (vii) Some departments would find it useful to seek clarification of monitoring requirements for students on study-abroad placements;
- (viii) Some departments would find it useful to seek clarification of monitoring arrangements for students undertaking joint degrees.

- (c) Assessment Conventions (Minutes BFA.30/08-09, AQSC.54(c)/08-09 refer)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 25 February 2009, considered:

Proposals from Faculty Boards concerning the implementation of the new unified mean-based Honours degree classification convention, including the use of vivas, borderline criteria and special conventions:

- (i) Proposals from the Faculty of Arts concerning borderline criteria, paper BFA 10/08-09 (revised)
- (ii) Special conventions proposed by departments in the Faculty of Arts, paper BFA 5/08-09
- (iii) A document summarising special conventions for undergraduate degrees in the Faculty of Social Studies, paper UFSS 70/08-09;
- (iv) A document summarising departmental criteria when considering borderline performance in the Faculty of Social Studies, paper UFSS 71/08-09 (revised);
- (v) A document summarising departmental use of vivas in the Faculty of Social Studies, paper UFSS 72/08-09.

And resolved:

- (vi) That a Working Group be set up to consider a number of issues concerning the implementation of the new Honours degree classification convention, including:
 - (A) Proposals for criteria for the consideration of candidates' performance where their overall mean places them in the borderline bands approved by the Senate, noting the importance of consistency across the University;
 - (B) The treatment of fail marks;
 - (C) Methods for taking account of candidates taking modules from different levels of study in a given academic year;
 - (D) Mechanisms to take due account of modules from outside candidates' main subject area;
 - (E) The phrasing of the convention, to ensure clarity;
- (vii) That the Working Group comprise:
 - Prof M Whitby (Chair)
 - Prof S Bruzzi
 - Prof R Lindley (or nominee)
 - Prof K Lamberts (or nominee)
 - Dr D Lamburn
 - Mr M Surve
 - Ms S Jones
 - Dr J Moss (Secretary)
- (d) Annual Course Review Summary reports (Minutes BFA.28/08-09, AGSC.34/08-09, AQSC.69(d)/08-09 refer)

REPORTED:

(i) Academic Quality and Standards Committee

That the Academic Quality and Standards Committee, at its meeting on 14 May 2009 reported that the Chair was convening a meeting of chairs of Faculty Boards and the Board of Graduate Studies and the Students' Union Education Officer to consider changes to the Annual Course Review Process.

(ii) Graduate Studies Committee

That the Graduate Studies Committee, at its meeting on 12 May 2009, considered a summary Annual Course Review Report for Postgraduate Taught Courses in the Faculty (07/08) (Paper AGSC.26/08-09) and resolved that the summary Annual Course Review Report for Postgraduate Taught Courses (07/08) (Paper AGSC.26/08-09) be approved, noting:

- (A) That space remained a concern, both for departments still located in the Humanities Building and for those which had relocated to Millburn House;
- (B) That Warwick Accommodation should be encouraged to consider offering flexible contracts to support flexible teaching, ensuring that course content is not sacrificed for accommodation contracts.

- (e) Student representatives (Minutes BFA.25/08-09, AUSC.31(a)/08-09 and AGSC.28(a)/08-09 refer).

REPORTED:

- (i) That Ms Jennifer Ryan has been elected by the Students' Union to serve on the Board of Arts and Undergraduate Studies Committee for the remainder of the 2008/09 academic year;
- (ii) That Mr Rory Kinane has been elected by the Students' Union to serve on the Board of Arts and Undergraduate Studies Committee for the 2009/10 academic year;
- (iii) That Ms Svetlana Skomorokhova has been elected by the Students' Union to serve on the Board of Arts and Postgraduate Studies Committee for the remainder of the 2008/09 academic year;
- (iv) That the Graduate Studies Committee, at its meeting on 12 May 2009, noted that the Committee is concerned that there has been no student representation at any of its meetings during the 2008/09 academic year (Minute AGSC.28(a)/08-09 refers).

39/08-09 School of Life Sciences

CONSIDERED:

- (a) An oral report from the Chair of the Board of the Faculty of Science on a proposal to establish a School of Life Sciences within the Faculty of Science.
- (b) A paper from the Chair of the Board of the Faculty of Science on a proposal to establish a School of Life Sciences within the Faculty of Science (BFS.12/08-09 (revised)) noting that:
 - (i) the proposal has been developed by an Academic Planning Group and an Operational Planning Group established by the Steering Committee;
 - (ii) the membership of the Planning Groups is as follows:

Academic Planning Group

Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)
Professor Simon Bright, Director, WHRI
Professor Andrew Easton, Head of the Department of Biological Sciences
Professor David Rand, Director, Warwick Systems Biology Centre
Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)
Professor Colin Sparrow, Head of the Department of Mathematics
Professor John Davey, Associate Dean (Biomedical Research), Warwick Medical School
Secretary: Jenny Hughes, Assistant Registrar

Operational Planning Group

Professor Koen Lamberts, Chair of the Board of the Faculty of Science (Chair)
Rosie Drinkwater, Finance Director

Richard Grain, Head of Finance (TRAC & Projects)
Chris McClelland, HR Operations Director
Nicola Owen, Academic Registrar
Ian Rowley, Director of Development, Communication and Strategy
Ken Sloan, Deputy Registrar
Professor Mark Smith, Pro Vice-Chancellor for Research (Science and Medicine)
Secretary: Jenny Hughes, Assistant Registrar

- (iii) the proposal was discussed further by the Planning Groups at their joint meeting on Friday 22 May.

RESOLVED:

That the Board of the Faculty of Arts broadly supported the principle of establishing a School of Life Sciences within the Faculty of Science, noting that questions were raised over the costs of the project, the reasons for appointing an external adviser and on what other institutions had undertaken similar developments successfully.

40/08-09

Chair's Action

REPORTED:

- (a) Department of French Studies

That the Chair, acting on behalf of the Board, had approved the nomination of Dr J Ahearne to serve as representative of the Department of French Studies for term 3, replacing Dr K Astbury;

- (b) Centre for the History of Medicine

That the Chair, acting on behalf of the Board, had approved the nomination of Dr M Thomson to serve as Director of the Centre for the History of Medicine for a period of three years, replacing Professor H Marland;

- (c) Centre of Comparative American Studies

That the Chair, acting on behalf of the Board, had approved the nomination of Dr Tim Lockley to serve as Director of the Centre of Comparative American Studies for a period of three years, replacing Dr G Thomson.

41/08-09

Chair's Business

REPORTED:

- (a) Accommodation and move to Millburn House

That the Department of Film and Television Studies would re-locate to space in Millburn House at the beginning of the summer vacation and that shared spaces in the Humanities Building, including ground floor teaching rooms, would be refurbished cosmetically during the vacation, noting that work on one of the lifts in the Humanities Building would not be completed in time for the start of the 2009/10 academic year.

- (b) The Stratford Education Resource Initiative

That a collaborative project focused on the teaching of Shakespeare was being undertaken by the CAPITAL Centre in partnership with the University of Birmingham, Stratford-Upon-Avon College and the Shakespeare Birthplace Trust.

(c) Annual Review

That feedback on 2008/09 Annual Reviews should be sent to the Learning and Development Centre (LDC), noting that LDC had indicated a low rate of returns from the Arts Faculty thus far.

(d) Humanities Research Centre

That Professor J Labbe had been appointed as Director of the Humanities Research Centre (HRC) from 1 August for a period of three years, replacing Professor J King.

RECEIVED:

An oral report from the incoming Director of HRC noting that the Centre was required to make savings in line with the rest of the Faculty and it was possible that the Centre, as a cost-saving measure, might be absorbed into a department in the Faculty or into the Institute of Advanced Study.

RESOLVED:

That it be noted that the Board supported the retention of the HRC as an independent Faculty-level research centre.

(e) Department of English and Comparative Literary Studies

That Professor T Docherty steps down as Head of the Department of English and Comparative Literary Studies on 31 July 2009 and a replacement to the position of Head of the Department would be approved at the Committee on the Appointment of Heads of Department at its meeting on 8 June 2009.

RESOLVED:

That it be noted that the Board thanked Professor T Docherty for his service to the Board whilst Head of Department.

(f) Institute of Advanced Study

That Professor H Marland had been appointed as Director of the Institute of Advanced Study from 1 August for a period of three years, replacing Professor M Finn.

42/08-09 Course Proposals

REPORTED:

That the Undergraduate Studies Committee, at its meeting on 6 May 2009, recommended to the Board of Undergraduate Studies that the following course proposals be approved:

(a) Department of Classics and Ancient History

A proposal for a new course 'BA in Classical Civilisation with Study in Europe' for introduction in October 2010 (Paper AUSE.127/08-09).

(b) Centre for Lifelong Learning

A proposal for a new course 'BA in Humanities for introduction in October 2009 (Paper AUSE.128/08-09).

(c) Language Centre

Proposals for the following new Open Studies Certificate Courses, for introduction in August 2009, subject to final scrutiny from the sub-group for the consideration of module proposals of the Undergraduate Studies Committee, noting that the comments from the external examiner regarding the unsuitability of the Open Studies Course Proposal forms be noted and forwarded to the Academic Standards and Quality Committee:

- (i) Open Studies: Lifelong Learning (named language) Beginners (Paper AUSE.129/08-09);
- (ii) Open Studies: Lifelong Learning (named language) Post-beginners (Paper AUSE.130/08-09);
- (iii) Open Studies: Lifelong Learning (named language) Lower Intermediate (Paper AUSE.131/08-09);
- (iv) Open Studies: Lifelong Learning (named language) Intermediate (Paper AUSE.132/08-09);
- (v) Open Studies: Lifelong Learning (named language) Higher Intermediate (Paper AUSE.133/08-09);
- (vi) Open Studies: Lifelong Learning (named language) Advanced 1 (Paper AUSE.134/08-09);
- (vii) Open Studies: Lifelong Learning (named language) Advanced 2 (Paper AUSE.135/08-09);
- (viii) Open Studies: Business (named language) Breakthrough level (Paper AUSE.136/08-09);
- (ix) Open Studies: Business (named language) Waystage level (Paper AUSE.137/08-09);
- (x) Open Studies: Business (named language) Foundation level (Paper AUSE.138/08-09);
- (xi) Open Studies: Business (named language) Threshold level (Paper AUSE.139/08-09);
- (xii) Open Studies: Business (named language) Vantage level (Paper AUSE.140/08-09);
- (xiii) Open Studies: Business (named language) Competent level (Paper AUSE.141/08-09);
- (xiv) Open Studies: Business (named language) Operational level (Paper AUSE.142/08-09);
- (xv) Open Studies: Business (named language) Mastery level (Paper AUSE.143/08-09).

43/08-09 National Student Survey (minute AQSC.75/08-09 refers)

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 14 May 2009, reported:

- (a) That fieldwork for the National Student Survey finished on 1 May 2009, and that the University achieved an overall response rate of 62%, compared with a final response rate of 67% in 2008;

- (b) That final departmental response rates were as set out in paper AQSC 54/08-09;
- (c) That the overall national response rate in the 2009 survey was 62%, compared with a final response rate of 65% in 2008;
- (d) That the results of the survey will be published during the summer.

And resolved that all those involved in encouraging participation in the National Student Survey be thanked.

44/08-09 Modern Languages Committee

RECEIVED:

The annual report of the Modern Languages Committee for 2008/09 (Paper BFA.17/08-09).

REPORTED: (by the Chair of the Modern Languages Committee)

- (a) That space, particularly networked space, remained an issue for language departments and that although this problem would be helped to an extent by the anticipated availability of a large teaching room in the Language Centre the issue would impact the University's competitiveness.
- (b) That the Department of History had integrated language study positively into its undergraduate teaching programmes.

45/08-09 Arts Faculty Research Committee

RECEIVED:

The minutes of the Arts Faculty Research Committee held on 4 March 2009 (Paper BFA.23/08-09).

REPORTED: (by the Chair)

That the Arts Faculty Research Committee would become a regular item on the agenda for the meetings of the Board, noting that departments should ensure representation on this Committee. Representation from each department should normally be the Head of Department and the Director of Research.

46/08-09 Strategic Departmental Reviews

RECEIVED:

A paper outlining the schedule of Strategic Departmental Reviews (SDR) for the period 2008/09 to 2012/13 (Paper BFA.18/08-09).

REPORTED: (by the Chair)

That the SDR process would be reviewed in the context of the Governance Effectiveness Review being undertaken by the Deputy Registrar's Office.

RESOLVED:

That it be noted that the SDR schedule would potentially clash with the timetable for the Research Excellence Framework (REF) and that it would be helpful for there to be a mechanism to adjust the timing of reviews, with departmental input, in recognition of this.

47/08-09 Advisory Board to the Faculty of Arts

RECEIVED:

An oral report from the Chair on the meeting with Chair of the Advisory Board, Ms Penny Egan, held on 18 March 2009, noting that the next meeting of the Advisory Board would take place on 24 June 2009.

48/08-09 Report from the Undergraduate Studies Committee

RECEIVED:

The minutes of the meeting of the Undergraduate Studies Committee of the Faculty held on 6 May 2009 (Paper BFA.19/08-09).

49/08-09 Report from the Graduate Studies Committee

RECEIVED:

- (a) The unconfirmed minutes of the meeting of the Graduate Studies Committee of the Faculty held on 12 May 2009 (Paper BFA.20/08-09).
- (b) An oral report from the Chair of the Graduate Studies Committee, noting:
 - (i) That in 2009/10 the Graduate Studies Committee would explore further the viability of creating an Arts Faculty four-year undergraduate Master's programme.
 - (ii) That the Graduate Studies Committee had received a paper from the Graduate School on the future of WPRS but had not received this in time for full consideration at its meeting on 12th May, noting that the Chair of the Committee had received comments from members of the Committee by correspondence and collated these to send to the Graduate School, and that responses indicated support for allocation of awards to be devolved to individual Faculties subject to an appropriate level of resource.

50/08-09 Student Representatives' Issues

REPORTED:

That there were no student representatives present at the meeting.

51/08-09 Elections

- (a) Board of the Faculty of Arts and its sub-committees

RESOLVED:

That the nominations to the Board of the Faculty of Arts and its sub-committees for the academic year 2009/10 (Paper BFA.21/08-09) be approved, noting that any vacant posts would be approved by Chair's action following the meeting.

(b) University-level committees

RESOLVED:

That the nominations from the Faculty for members to serve on University committees for the academic year 2009/10 (Paper BFA.22/08-09 (revised)) be approved, noting that any vacant posts would be approved by Chair's action following the meeting.

(c) Election of Board Members to the Senate

REPORTED:

- (i) That there are three vacancies for a member of the Board of the Faculty of Arts to represent the Board on the Senate for the period from 1 August 2009 to 31 July 2012 arising from the end of the term of office of Dr L Campbell, the commencement of periods of study leave of Professor M Finn and of Professor J Davis;
- (ii) That the continuing members of the Senate appointed by the Board of the Faculty of Arts are as follows:

Professor R Burns (2010) Head of the Department of German Studies
Professor T Docherty (2010) English and Comparative Literary Studies
Professor N Hewlett (2011) French Studies
- (iii) That, in accordance with University Regulation 2.2 on Annual Elections, four of the six representatives appointed by the Board must be Professors and Heads of Departments, and thus that the three vacancies to be filled must be filled by Heads of Departments.

CONSIDERED:

In accordance with University Regulation 2.2, the election of three members of the Senate from the membership of the Board of the Faculty of Arts for 2009/10 to serve for the period 1 August 2009 to 31 July 2012.

RESOLVED:

That the following nominations to represent the Board on the Senate be approved (with the final nomination to be confirmed):

Professor T Burnard (2012)	Head of the Department of History
Dr J Burrows (2012)	Head of the Department of Film and Television Studies

52/08-09 Items for Discussion at Senate

RESOLVED:

That the Board's resolution on its recommendation to the Senate on CTCCS (Minute 38/08-09(a) refers) be put forward for consideration by the Senate at its meeting on 17 June 2009.

